

ADMISSIONS POLICY

Table of Contents

- 1. Purpose..... 1
- 2. Principles 1
- 3. Context 2
- 4. Scope 2
- 5. Definitions 2
- 6. Roles and Responsibilities 2
- 7. Policy details..... 3
 - 7.1 Basis for Admission 3
 - 7.2 Criteria for Admission..... 3
 - 7.3 Limits and Variations of Admissions 4
 - 7.4 Refusal of Application 4
- 8. Relevant Legislation..... 4
- 9. Policy Administration 5
- 10. Version control and change history 5
- 11. Benchmarks / References..... 5

1. Purpose

This policy seeks to make admission at Monaro Higher Education (MHE) fair and transparent. It lays out criteria for inclusion at MHE and ensures that all applicants are subject to the same clear entry requirements which determine prospective students’ capacity for study.

2. Principles

Applicants for study at MHE will be treated fairly, consistently, equally and respectfully at all times. All applicants will be judged according to the same criteria. Both the criteria and the means of applying them will be transparent and honest.

Course entry requirements should be clear and publicly available. Admissions policies, requirements and procedures are documented and are designed to ensure that admitted students have the academic preparation and proficiency in English needed to participate in their intended study and no known limitations that would be expected to impede their progression and completion.

Decisions to approve of or to deny admission will be communicated within ten working days’ time frame and the grounds for such decision will be made clear.

3. Context

The values in MHE's Strategic Plan must be upheld from a prospective student's very first contact with MHE. Students should start their courses in a positive frame of mind, confident that MHE is fair, courteous and professional.

This policy is aligned with Section 1-1 of the Higher Education Standards Framework 2021.

4. Scope

This policy applies to all prospective, current students at MHE and all staff involved in the admissions and enrolment process.

5. Definitions

Domestic Applicant / Student – Any applicant or student who legally does not require a Student Visa to enrol at an Australian higher education provider or university. In practice, this means citizens or permanent residents of Australia or New Zealand. It may also include asylum seekers with a class-A or class-E Bridging Visa, Temporary Protection Visa or Safe Haven Enterprise Visa.

International Applicant / Student – Student or applicant who has been issued a valid, current student visa by the Australian Government.

Recognitions of Prior Learning – Formal recognition that an enrolling student has already achieved some of the learning outcomes of the course, either by previous study in another higher education provider or university or by work experience.

Census Date – The last date on which enrolment in a unit or course may be finalised and the last date a student may withdraw from a course without a failure grade. The Census Date for each trimester is stated in the Academic Calendar, which is in the Student Handbook and on the MHE website.

Confirmation of Enrolment (CoE) – Official document (on paper and/or electronic) which declares a student's status as fully enrolled in a course.

6. Roles and Responsibilities

The Admissions Officer:

- checks the validity and completeness of the application
- interacts with the applicant to clarify or request completion of incomplete applications
- creates student files for each applicant
- assesses each application on its merits
- sends applicants either letter of offer and written agreement or letter justifying decision to deny admission.

The Dean:

- verifies borderline admission decisions
- reviews decisions of applicants who appeal a denial of entry.

Administrative staff:

- Guide and advise students through the admissions and enrolment process
- Process payment of tuition fees
- Issue new students with timetables and Student Handbook.

7. Policy details

7.1 Basis for Admission

7.1.1 Admission shall be on the basis of academic merit. Students must meet academic and English language requirements related to the course for which they are applying.

7.1.2 MHE will give special consideration to applicants with educational disadvantages on a case-by-case basis. These include but are not limited to students who:

- Are Aboriginal or Torres Strait Islander
- Are from disadvantaged backgrounds
- Have physical disabilities.
- have been unduly affected by socio-economic circumstances
- completed secondary school in a regional or isolated area
- have duties as carers
- Have experienced abuse or family violence
- have a disability or long-term illness

7.1.3 MHE must be reasonably satisfied at the time of enrolment that students are:

- able to create and abide by a personal study regime
- able to understand the course and units to be taught
- motivated to study and complete the course.

7.1.4 Students must be at least eighteen years of age on the day of their first class. If a prospective student is under the age of eighteen during any stage of their application or enrolment process, all staff who interact with the student face-to-face in any way must have a current Working with Children Check from the NSW State Government. If the student is an overseas student, MHE must be able to verify that at least until the student's eighteenth birthday, while the student is in Australia, the student will live with either:

- at least one parent, or
- a legal custodian, or
- a suitable relative nominated by the student's parent(s) or legal guardian and approved by the Department of Home Affairs.

7.1.5 Students can apply for recognition of prior learning to have advanced standing (See Advanced Standing Policy and Procedure for details).

7.2 Criteria for Admission

7.2.1 Criteria for enrolment will be published on the MHE website and included in any material sent when prospective students ask for more advice about a course.

7.2.2 Any application for enrolment must include documentary evidence of having satisfied the criteria.

7.2.3 Where any criterion described in this section specifies New South Wales or Australia, their equivalents in other states or nations apply equally. Students are required to present evidence in English of equivalence.

7.2.4 International students are required to submit all documents in English or with official translations to English.

7.2.5 International students must satisfy minimal English language requirements, either by having completed the educational prerequisite for admission in English or by completion of any recognised standard academic English language proficiency test to a satisfactory level.

7.2.6 The candidate must satisfy all course-specific requirements as specified in the relevant course details section on the MHE website, course specific admission criteria or brochures sent to prospective students.

7.3 Limits and Variations of Admissions

7.3.1 MHE will give students and applicants as much notice as possible when changes to courses, curricula, eligibility requirements or enrolment procedures are made necessary due to changes in regulations, benchmarks or standards enforced by the Australian Government, the Tertiary Education Quality and Standards Agency (TEQSA) or industry bodies.

7.3.2 Subject to reasonable notice to current students and/or prospective students, MHE reserves the right to:

- Limit the number of students enrolled in any course or any unit
- Change or modify the curriculum, textbook or assessment methods of any unit
- Vary tuition fees
- Withdraw any unit or course
- Vary the above entry requirements
- Change the trimester in which a unit is offered.

7.4 Refusal of Application

7.4.1 MHE reserves the right to refuse an application, withdraw an offer of admission and cancel admission or enrolment when:

- the applicant or enrolled student has provided untrue, inaccurate or incomplete information;
- MHE is not satisfied that an international applicant meets the Genuine Temporary Entrant and/or Genuine Student requirements set by the DIBP;
- there are insufficient enrolments to make the course viable, the course into which entry is sought has filled its allocated quota of students or reached its maximum capacity; or
- at the absolute discretion of MHE, at any time prior to the acceptance of the offer.

8. Relevant Legislation

MHE acknowledges its legal and regulatory obligations under the following frameworks:

- Higher Education Standards Framework (HESF) 2021
- Education Services for Overseas Students (ESOS) Framework 2013 and 2019

- Commonwealth Register of Institutions and Courses for Overseas Students (CRICOS)
- National Code of Practice for Providers of Education and Training to Overseas Students 2018
- Education Services for Overseas Students Act 2000

9. Policy Administration

Policy category	Administrative
Policy owner	Academic Board
Responsible officer	Dean
Approving authority	Academic Board
Contact officer	Student Enrolment Officer
Approval date	13 th April 2022
Commencement date	13 th April 2022
Review date	13 th April 2025
Version	1.2
Related documents	<ul style="list-style-type: none"> • Admissions Procedure • Recognitions of Prior Learning Policy • Recognitions of Prior Learning Procedure • Bachelor of Business Course Brochure • Master of Professional Accounting (Advanced) Course Brochure • Letter of Offer (Local) • Letter of Offer (International)

10. Version control and change history

Version	Approval date	Approved by	Summary of changes
1.1	11 th March 2022	Academic Board	
1.2	13 th April 2022	Academic Board	Separate admission criteria for domestic and international students; admission criteria generic to MHE rather than for each course

11. Benchmarks / References

- Ozford Institute
Admissions-Policy-v13-2.pdf (ozford.edu.au)
- Polytechnic Institute of Australia
Student Admissions Policy and Procedure (pia.edu.au)

- King's Own Institute
Microsoft Word - Admissions and Enrolment Policy 13 Aug 2021.docx (koi.edu.au)
- Eastern College Australia
Student Admissions Policy | Eastern College Policy Portal
- Apex Higher Education
APo4_AHE_Student_Admission_PandP-p230f.pdf (pagecloud.com)
- Western Sydney University
Admissions and Welfare (International Students Under 18 Years) Procedures / Document / Policy DDS (westernsydney.edu.au)